



THE CITY OF SAN DIEGO

City of San Diego
Planning and Development Review
Inspection Services Division
9601 Ridgehaven Court, Suite 220
San Diego, CA 92123
(858) 492-5070 • FAX (858) 492-5098

Property Owner/ Contractor Agreement

SPECIAL INSPECTION / CONSTRUCTION MATERIALS TESTING INSTRUCTIONS

PLEASE READ THESE INSTRUCTIONS CAREFULLY. YOU ARE RESPONSIBLE FOR COMPLYING WITH THESE REQUIREMENTS. ANY VIOLATIONS OF THESE INSTRUCTIONS MAY BE A CAUSE FOR REMOVAL OF THE WORK PERFORMED.

I. PROPERTY OWNER'S RESPONSIBILITIES:

The property owner or his / her authorized agent of record or the architect / engineer of record acting as the property owner's agent shall:

1. Complete, sign and execute the 'PROPERTY OWNER / CONTRACTOR AGREEMENT' form for the special inspection, off-site fabrication, structural observation and construction materials testing and submit it to the Information & Application Services at the time of permit issuance.
2. Employ one or more special inspectors who shall provide inspections during construction and fabrication of the types of work requiring special inspection listed under California Building Code as adopted by the City of San Diego, Sec. 1701.5 and listed in the approved plans / specifications and as required by product manufacturer's approval reports. These inspections are in addition to and not a substitution for the required City inspections.

NOTE: The special inspection shall be performed by a special inspector certified by the City of San Diego, Inspection Services Division.

Furthermore, the construction materials testing shall be performed by a testing laboratory certified by the City of San Diego, Inspection Services Division.

A list of approved construction materials testing laboratories and special inspection agencies is available from the Inspection Services Division.

The same special inspector(s) and the construction materials testing laboratory shall be employed during the construction of the permitted building / structure to the extent that is possible.

3. Complete, sign and execute the 'PROPERTY OWNER'S FINAL REPORT FOR SPECIAL INSPECTION, STRUCTURAL OBSERVATION AND CONSTRUCTION MATERIALS TESTING' form and submit it to the Inspection Services Division before requesting to schedule a final inspection.

This final report states that all work requiring special inspection, testing, structural observation and off-site fabrication was to the best of his / her knowledge, performed in accordance with the approved plans, specifications and the applicable workmanship provisions of the California Building Code as adopted by the City of San Diego. This form is available from the Inspection Services Division.

4. Remove and replace, repair, test and inspect all non-conforming work as proposed by the architect / engineer of record and as approved by the City of San Diego, Inspection Services Division without any cost to this jurisdiction.

SPECIAL INSPECTION / CONSTRUCTION MATERIALS TESTING INSTRUCTIONS

(continued)

II. CONTRACTOR'S / BUILDER'S RESPONSIBILITIES:

The contractor / builder shall:

1. Complete, sign and execute the 'PROPERTY OWNER / CONTRACTOR AGREEMENT' form for the special inspection, off-site fabrication, structural observation and construction materials testing and submit it to the Information & Application Services at the time of permit issuance.
2. Notify the special inspector / construction materials testing laboratory and schedule to perform the inspection of the work requiring special inspection and / or testing.

NOTE: The special inspections are in addition to and not a substitution for the inspections required by the City of San Diego. Work performed shall not be concealed until it is approved by the special inspector and the Inspection Services Division.

The special inspection shall be performed by a special inspector certified by the City of San Diego, Inspection Services Division.

Furthermore, the construction materials testing shall be performed by a testing laboratory certified by the City of San Diego, Inspection Services Division.

A list of approved construction materials testing laboratories and special inspection agencies is available from the Inspection Services Division.

3. Make available to the special inspector(s) and the testing agency access to the approved plans and specifications at the job site.
4. Inform all sub-contractors, builders, erectors and installers performing work requiring special inspection / testing of these requirements as specified in the approved plans and specifications and as mandated by the California Building Code as adopted by the City of San Diego prior to commencement of work.
5. Perform the work requiring special inspection in the continuous presence of the City certified special inspector (or on a periodic basis as scheduled and noted on the approved plans and specifications). Work performed by a special inspector not certified by the City of San Diego and / or without the required special inspection / testing, whether purposefully or inadvertently, shall be construed as non-conforming work and therefore in violation of the City of San Diego Building Code.
6. Remove and replace, repair, test and inspect all non-conforming work as proposed by the architect / engineer of record and as approved by the City of San Diego, Inspection Services Division without any cost to this jurisdiction.

SPECIAL INSPECTION / CONSTRUCTION MATERIALS TESTING INSTRUCTIONS

(continued)

7. Furnish the 'Application to Perform Off-Site Fabrication' to the fabricator(s) of building components to be completed and submitted to Inspection Services Division.

NOTE: The fabricator of the building components shall be a fabricator registered and approved by the City of San Diego, Inspection Services Division.

Refer to the Building Newsletter 17-6 for additional information.

8. Furnish the 'Certificate of Compliance for Off-Site Fabrication' form to the fabricator(s) of building components to be completed and submitted to Inspection Services Division.
9. Keep a copy of all special inspection / test reports submitted by the special inspector and / the construction materials testing laboratory at the job site. A copy of such reports shall be submitted to the Inspection Services Division when requested.
10. Correct all deficient and /or non-conforming work as noted by the special inspector / construction materials testing laboratory in accordance with the approved permitted plans and specifications.

III. QUESTIONS

If you have any questions with respect to these instructions, special inspections, construction materials testing, structural observations, off-site fabrication of building components and other related requirements, please call the Inspection Services Division of the City of San Diego at (858) 492-5070.

For additional information on these requirements refer to the City of San Diego Building Newsletters 17-1 thru 17-10 or you may visit us on our web site at: www.ci.san-diego.ca.us/development-services

The following forms are available on our web site and may also be requested from the Inspection Services Division:

1. APPLICATION TO PERFORM OFF-SITE FABRICATION
2. CERTIFICATE OF COMPLIANCE FOR OFF-SITE FABRICATION
3. APPROVED CONSTRUCTION MATERIALS TESTING LABORATORIES AND SPECIAL INSPECTION AGENCIES
4. PROPERTY OWNER'S FINAL REPORT FOR SPECIAL INSPECTION, STRUCTURAL OBSERVATION AND CONSTRUCTION MATERIALS TESTING



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Application to Perform Off-Site Fabrication

➔ (MUST BE FILED ONE BUSINESS DAY PRIOR TO SCHEDULED FABRICATION COMMENCEMENT DATE) ➔

DATE _____ SCHEDULED FABRICATION COMMENCEMENT DATE _____

FABRICATION CO. NAME _____ TELEPHONE NO. (_____) _____

FABRICATION SHOP ADDRESS _____ FAX NO. (_____) _____

CITY _____ STATE _____ ZIP CODE _____

BUILDING PERMIT NO./S _____ PLAN FILE NO. _____

(For projects with multiple permit numbers but with the same plan file number, you may list all permit numbers and addresses on a separate sheet.)

JOB SITE ADDRESS _____

DESCRIPTION OF COMPONENTS TO BE FABRICATED _____

FABRICATOR IS CURRENTLY CERTIFIED BY (refer to BNL 17-6): ☐ ICBO ☐ AISC ☐ ACI ☐ PCI ☐ pti
☐ Other _____ Certificate No. _____ Expiration Date _____

SPECIAL INSPECTOR ASSIGNED (BY BUILDING OWNER) _____ Certificate No. _____

(Not required for a fabricator registered and approved by the City of San Diego, unless otherwise noted on the approved permitted plans and specifications.)

FABRICATION DRAWINGS REVIEWED AND ACCEPTED BY DESIGNER OF RECORD? ☐ YES ☐ NO

NOTE: THE FABRICATOR IS REQUIRED TO HAVE FABRICATION DRAWINGS WHICH HAVE BEEN REVIEWED AND ACCEPTED BY THE DESIGNER OF RECORD. SPECIAL INSPECTOR MUST VERIFY SUCH ACCEPTANCE PRIOR TO COMMENCING INSPECTION DUTIES.

AGREEMENT

We hereby agree to have continuous special inspection, sampling and testing as specified on the approved permitted plans and specifications. We will further agree that the work will be performed in the manner prescribed by the California Building Code and the Standards as amended by The City of San Diego and other regulations.

We understand that the property owner or the engineer / architect of record acting as the property owner's agent is solely responsible for employment of one or more special inspectors who shall provide inspections for fabrication of the components described herein. We also agree to provide unlimited access to the fabrication areas, the material storage and mixing areas, other related areas, the approved shop drawings and other documents for the purpose of inspection, sampling and testing by the special inspectors, construction materials testing laboratory or Planning and Development Review personnel during normal working hours. We further agree to provide an identifying mark on each fabricated member or component shipped to the construction site. A certificate of compliance and a shipping list shall accompany each shipment and a copy shall be sent to the Inspection Services Division and the architect or engineer of record when the components are shipped.

This agreement is limited to fabrication of the components or members described above to be used in the structures identified by the permit numbers shown and is not transferrable to any other fabrication work or other construction sites.

Name (Print): _____

Title: _____ Date: _____

Any person signing this application as an agent of the fabrication company declares under penalty of perjury to be an authorized agent of record of the fabrication company having the authority to execute this document.

Signature: _____

FOR OFFICE USE ONLY

☐ APPROVED ☐ DENIED
☐ CORRECT AND RESUBMIT

COMMENTS: _____

NAME (Print): _____

SIGNATURE: _____ DATE: _____

This information is available in alternative formats for persons with disabilities.
 To request this information in alternative format, call (619) 446-5446 or (800) 735-2929 (TT)

DS-313 (3-00)



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Certificate of Compliance for Off-Site Fabrication

➡ (MUST BE FILED WITH THIS OFFICE AND APPROVED PRIOR TO ERECTION OF FABRICATED COMPONENTS) ⬅

FABRICATION CO. NAME _____ TELEPHONE NO. (____) _____

FABRICATION SHOP ADDRESS _____ FAX NO. (____) _____

CITY _____ STATE _____ ZIP CODE _____

BUILDING PERMIT NO./S _____ PLAN FILE NO. _____

(For projects with multiple permit numbers but with the same plan file number, you may list all permit numbers and addresses on a separate sheet.)

JOB SITE ADDRESS _____

DESCRIPTION OF COMPONENTS FABRICATED _____

FABRICATOR IS CURRENTLY CERTIFIED BY (refer to BNL 17-6): ☐ ICBO ☐ AISC ☐ ACI ☐ PCI ☐ pti
☐ Other _____ Certificate No. _____ Expiration Date _____

SPECIAL INSPECTOR ASSIGNED (BY BUILDING OWNER) _____ Certificate No. _____

(Not required for a fabricator registered and approved by the City of San Diego, unless otherwise noted on the approved permitted plans and specifications.)

FABRICATION DRAWINGS REVIEWED AND ACCEPTED BY DESIGNER OF RECORD? ☐ YES ☐ NO

STRUCTURAL FRAMING PLANS, DETAILS & CALCULATIONS REVIEWED AND APPROVED BY THE CITY OF SAN DIEGO
BUILDING OFFICIAL? ☐ YES ☐ NO

FABRICATION COMMENCEMENT DATE _____ FABRICATION COMPLETION DATE _____

We hereby certify that the components described and listed herein comply with the approved permitted plans, specifications and workmanship provisions of the California Building Code as amended by The City of San Diego and other applicable regulations. We further certify that each fabricated member or component has been inspected and meets all the requirements of the California Building Code as amended by The City of San Diego and other applicable regulations. We further certify that each fabricated member or component listed herein shipped to the project job site with an identifying mark or tag. We understand this certificate shall be submitted to the Inspection Services Division and the architect / engineer of record prior to erection of the fabricated members and components.

NOTE: This certification is limited to fabrication of the components or members described above to be used in the structures identified by the permit numbers shown and is not transferrable to any other fabrication work or other construction sites.

Name (Print): _____ Title: _____

Any person signing this application as an agent of the fabrication company declares under penalty of perjury to be an authorized agent of record of the fabrication company having the authority to execute this document.

Executed on this _____ day of _____ / _____ .
MONTH YEAR

Signature: _____

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DS-311 (3-00)



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Certificate of Compliance for Off-Site Fabrication

➡ (MUST BE FILED WITH THIS OFFICE AND APPROVED PRIOR TO ERECTION OF FABRICATED COMPONENTS) ⬅

FABRICATION CO. NAME _____ TELEPHONE NO. (_____) _____

FABRICATION SHOP ADDRESS _____ FAX NO. (_____) _____

CITY _____ STATE _____ ZIP CODE _____

BUILDING PERMIT NO./S _____ PLAN FILE NO. _____

(For projects with multiple permit numbers but with the same plan file number, you may list all permit numbers and addresses on a separate sheet.)

JOB SITE ADDRESS _____

DESCRIPTION OF COMPONENTS FABRICATED _____

FABRICATOR IS CURRENTLY CERTIFIED BY (refer to BNL 17-6): ☐ ICBO ☐ AISC ☐ ACI ☐ PCI ☐ pti
☐ Other _____ Certificate No. _____ Expiration Date _____

SPECIAL INSPECTOR ASSIGNED (BY BUILDING OWNER) _____ Certificate No. _____

(Not required for a fabricator registered and approved by the City of San Diego, unless otherwise noted on the approved permitted plans and specifications.)

FABRICATION DRAWINGS REVIEWED AND ACCEPTED BY DESIGNER OF RECORD? ☐ YES ☐ NO

STRUCTURAL FRAMING PLANS, DETAILS & CALCULATIONS REVIEWED AND APPROVED BY THE CITY OF SAN DIEGO
BUILDING OFFICIAL? ☐ YES ☐ NO

FABRICATION COMMENCEMENT DATE _____ FABRICATION COMPLETION DATE _____

We hereby certify that the components described and listed herein comply with the approved permitted plans, specifications and workmanship provisions of the California Building Code as amended by The City of San Diego and other applicable regulations. We further certify that each fabricated member or component has been inspected and meets all the requirements of the California Building Code as amended by The City of San Diego and other applicable regulations. We further certify that each fabricated member or component listed herein shipped to the project job site with an identifying mark or tag. We understand this certificate shall be submitted to the Inspection Services Division and the architect / engineer of record prior to erection of the fabricated members and components.

NOTE: This certification is limited to fabrication of the components or members described above to be used in the structures identified by the permit numbers shown and is not transferrable to any other fabrication work or other construction sites.

Name (Print): _____ Title: _____

Any person signing this application as an agent of the fabrication company declares under penalty of perjury to be an authorized agent of record of the fabrication company having the authority to execute this document.

Executed on this _____ day of _____ / _____ .
MONTH YEAR

Signature: _____

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DS-311 (3-00)



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Property Owner's Final Report

SPECIAL INSPECTION, STRUCTURAL OBSERVATION AND CONSTRUCTION MATERIALS TESTING

DATE: _____ / _____ / _____

TO: Building Official
City of San Diego
Inspection Services Division
Planning and Development Review
9601 Ridgehaven Court, Suite 220
San Diego, CA 92123

SUBJECT: SATISFACTORY COMPLETION OF WORK REQUIRING SPECIAL INSPECTION,
STRUCTURAL OBSERVATION AND CONSTRUCTION MATERIALS TESTING

PERMIT NO.: _____ PLAN FILE NO.: _____

(For projects with multiple permit numbers but with the same plan file number, you may list all permit numbers on a separate sheet.)

PROJECT ADDRESS: _____ San Diego, California

NAME: (TYPE OR PRINT) _____
(FIRST) (M.I.) (LAST)

I AM THE: (PLEASE CHECK ONE)

☐ PROPERTY OWNER

☐ PROPERTY OWNER'S AGENT OF RECORD

☐ ARCHITECT OF RECORD

☐ ENGINEER OF RECORD

State of California Registration Number: _____ Expiration Date: _____

I declare under penalty of perjury that, to the best of my knowledge, all the work requiring special inspection, structural observation, material sampling and testing, or off-site fabrication of building components for the structure/s constructed under the subject permit is in conformance with the approved plans, the inspection and observation program and other construction documents, and the applicable workmanship provisions of the California Building Code as amended by The City of San Diego.

Executed on this _____ day of _____ / _____ .
MONTH YEAR

Signature: _____

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DS-309 (3-00)



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Special Inspection Agency/ Construction Materials Testing Laboratory Final Report

DATE: _____ / _____ / _____

TO: Building Official, City of San Diego
Inspection Services, Planning and Development Review
9601 Ridgehaven Court, Suite 220
San Diego, CA 92123

SUBJECT: SATISFACTORY COMPLETION OF WORK REQUIRING: (PLEASE CHECK AS APPLICABLE)

☐ SPECIAL INSPECTION ☐ CONSTRUCTION MATERIALS TESTING

PERMIT NO.: _____ PLAN FILE NO.: _____

PROJECT ADDRESS: _____ San Diego, California

☐ The special inspection services were provided by:

SPECIAL INSPECTION AGENCY: _____

ADDRESS: _____

SPECIAL INSPECTOR'S NAME: (TYPE OR PRINT) _____

(each special inspector is required to complete and submit this Final Report form)

SPECIAL INSPECTOR'S CERTIFICATION NUMBER: _____ EXPIRATION DATE: _____

☐ The construction materials testing were performed by:

TESTING LABORATORY: _____

ADDRESS: _____

RESPONSIBLE MANAGING CIVIL ENGINEER OF THE TESTING LABORATORY: (MR./MS.) _____

STATE OF CALIFORNIA REGISTRATION NUMBER: _____ EXPIRATION DATE: _____

COMMENTS: _____

I declare under penalty of perjury that, to the best of my knowledge, all the work requiring special inspection and/or material sampling and testing for the structure/s constructed under the subject permit is in conformance with the approved plans and construction documents, the approved inspection and testing program and the applicable workmanship provisions of the California Building Code as amended by The City of San Diego.

Executed on this _____ day of _____ / _____ .
MONTH YEAR

Signature: _____
(SPECIAL INSPECTOR OR RESPONSIBLE MANAGING CIVIL ENGINEER, AS APPLICABLE)

NOTE: At your option this form may be stored electronically and reproduced on your company's letterhead.

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DS-310 (3-00)